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Gateway User Guide

Debt Worksheet

Table of Contents

Introduction 2

Customizing Debts by Funds List 2

Accessing the Debt Worksheet 4

Completing a Debt Worksheet 6

Troubleshooting Incorrect Amounts 9

Signing the Form Electronically 9

Marking the Form “Ready to Submit” 10

Viewing and Printing the Form 11

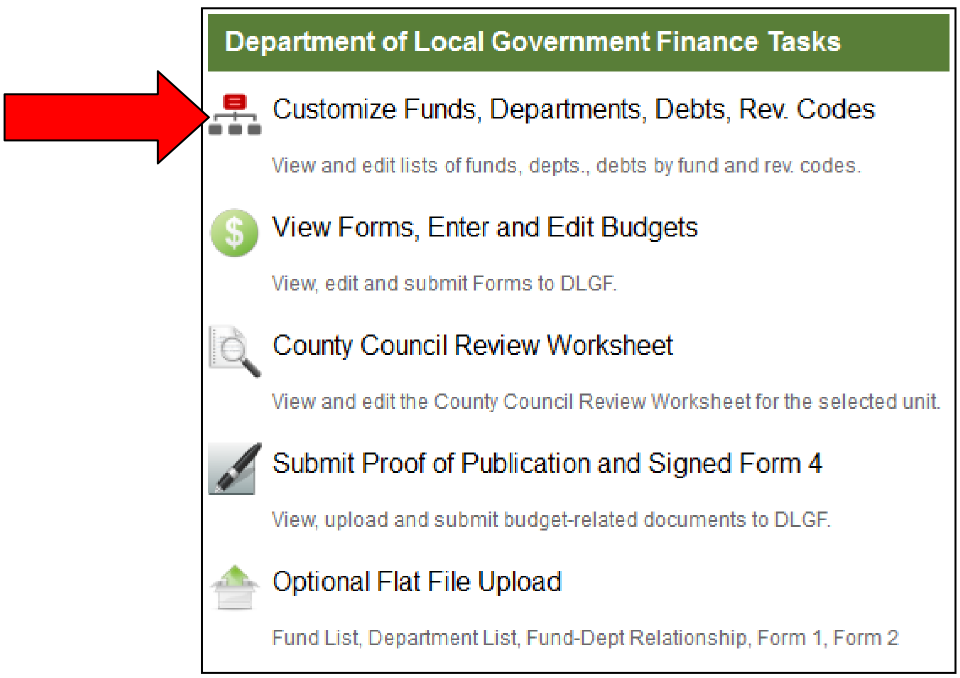
Introduction

The Debt Worksheet is essential for those units that need to repay any types of debt from a property tax backed debt service fund. If a unit does not levy a debt service payment from a debt service fund, it will not need to complete or submit a Debt Worksheet. The data in this form can later be pulled into Form 4B.

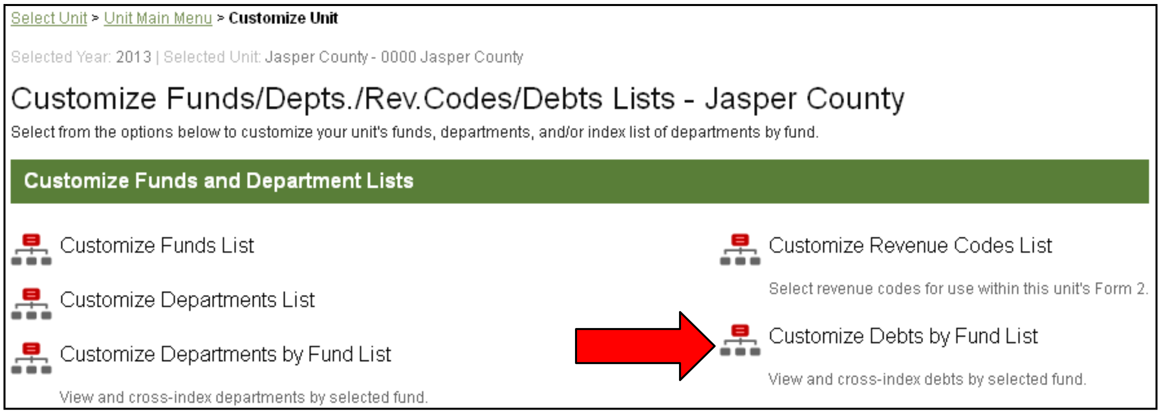
Customizing Debts by Funds List

For those units needing to levy a debt service payment from a debt service fund, the first step is linking debts submitted in Gateway Debt Management with a debt service fund in the budget program. For assistance with submitting a debt report in Debt Management, see the *Gateway Debt Management user guide*.

The Customize Unit section may be accessed from the Unit Main Menu by clicking “Customize Funds, Departments, Debts, Rev. Codes.”

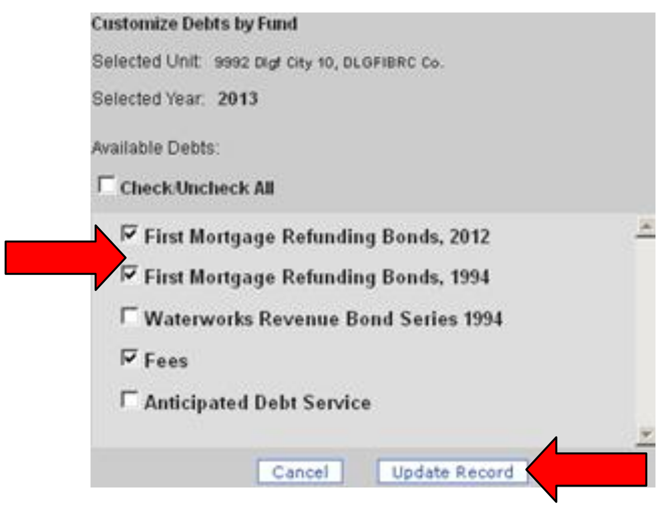


The 2013 Budget program introduced the ability to link debt reported in Gateway’s Debt Management application to a debt service fund. These debt linkages have rolled over into the 2015 budget as long as the debt is submitted and has not been marked as retired in Debt Management. In order to link a reported debt to a debt service fund, first select “Customize Debts by Fund List” on the Customize Unit menu. Once the funds and debts are linked, the Debt Worksheet and levy funds will be able to be completed to fulfill upcoming debt service payments.



You will now be on the Customize Debts by Fund page. Debt service funds on the left and any linked submitted debts on the right. If no funds are displayed and you need to levy funds to meet debt service payments from a separate debt service fund, a debt service fund should be added by accessing the Customize Funds List. Debt service funds can be identified by having an “8” in the third digit in their fund code. For assistance, view the *Adding, Deleting, and Connecting Funds and Departments user guide.*
In order to link a debt reported in Debt Management to a debt service fund, click on the pencil and paper edit icon.

Clicking on the edit icon next to a fund will bring up a list of reported debts along with an option to link fees and anticipated debt service with the fund as well. By checking the box to the left of listed options and selecting “Update Record,” reported debt, fees, and/or anticipated debt service to the selected fund have been linked.



Notice the table below now indicates which debts are to be repaid with their respective debt service funds.

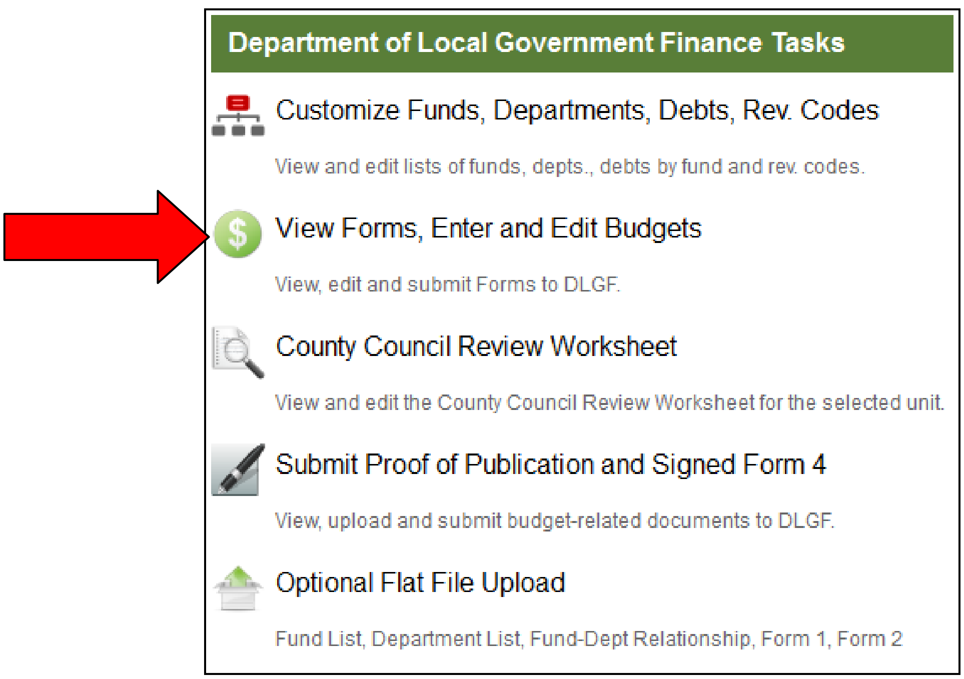
Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		First Mortgage Refunding Bonds, 2012 First Mortgage Refunding Bonds, 1994
0181 - DEBT PAYMENT		Anticipated Debt Service

Accessing the Debt Worksheet

Now that debts have been linked to their respective debt service funds, you are now ready to begin working in the Debt Worksheet. To access the Debt Worksheet, select “View Forms, Enter and Edit Budgets” on the Unit Main Menu.



From the Budget Form Menu select “Debt Worksheet” and then select “Click to edit form.”

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Click to edit form   Not 'Ready to Submit'.

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

The Debt Worksheet will now be displayed on the page. Please note that the fund selection drop down menu at the top of the page will be used in the event that the unit has multiple debt service funds.

DEBT WORKSHEET

Selected Year: 2013
Selected County: DLGFIBRC County
Selected Unit: Dlgf City 10
Select Fund:

0180 - DEBT SERVICE
0180 - DEBT SERVICE
0181 - DEBT PAYMENT

...signated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
First Mortgage Refunding Bonds, 2012		$		$		$
First Mortgage Refunding Bonds, 1994		$		$		$
Fees		$ 0		$ 0		$ 0
TOTALS BY FUND		$ 0		$ 0		$ 0
TOTALS BY UNIT		$ 0		$ 0		$ 0

Debt Worksheets not yet complete will display either "$" or "$0" until amounts have been assigned. To begin, click on the blue underlined debt name to access the amortization schedule.

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
First Mortgage Refunding Bonds, 2012		$		$		$
First Mortgage Refunding Bonds, 1994		$		$		$
Fees		$ 0		$ 0		$ 0

The amortization schedule will be pulled directly from Debt Management. For any debt classified as a lease, the lease payment amounts will be pulled into the Debt Worksheet, for all other types of debt, this page will pull the amounts from the period total and trustee fee columns in Debt Management. **If the amortization schedule does NOT appear, please click the long grey refresh bar at the top of the page.** If you see the amortization schedule, but do not see any amounts, or incorrect amounts, please review the type of indebtedness selected and the amortization schedule entered in Debt Management.

DEBT WORKSHEET DATA ENTRY

Selected Year: 2013
Selected County: DLGFIBRC County
Selected Unit: Dlgf City 10
Selected Fund: 0180 Debt Service

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Selected Debt: First Mortgage Refunding Bonds, 2012

Click Here to Refresh All Values from Debt Management
(WARNING: All item selections will be removed on data update)

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 01/01/2015 to 06/30/2015
1/15/2012	228,263			228,263	☐	☐	☐
7/15/2012	230,225			230,225	☐	☐	☐
1/15/2013	227,075			227,075	☐	☐	☐
7/15/2013	228,925			228,925	☐	☐	☐
1/15/2014	230,663			230,663	☐	☐	☐
7/15/2014	227,288			227,288	☐	☐	☐

Completing a Debt Worksheet

On this page, actual payment dates are inputted to Gateway. For example, it is very possible that a payment that reads 1/5/2013 is paid in December 2012, so be careful to verify the payment dates with your records prior to completing the following steps.

On the right-hand side of the page, you will notice the total amounts and three columns.

Total – This is the total amount that is derived from the lease payment amounts for leases or sum of the trustee fee and period total for all other types of debt. This is the amount that will be added to the lines if checked.

Line 2 – The check boxes in this column are to be checked for any payments made between July 1 and December 31, 2014. This amount can be pulled into Line 2 of Form 4B.

Line 1 – The check boxes in this column are to be checked for any payments made between January 1 and December 31, 2015. This is the 2015 budgeted amount and can be carried over into Line 1 of Form 4B.

Line 11 – The check boxes in this column are to be checked for any payments made between January 1 and June 30, 2016. This amount is the operating balance and can be carried over into Line 11 of Form 4B.

For the example, let's assume that the payments are made on the same day as listed in the amortization schedule.

Date	Period Total	Trustee Fee	Lease Pmts.	Total	Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 01/01/2015 to 06/30/2015
1/15/2012	228,263			228,263	☐	☐	☐
7/15/2012	230,225			230,225	☑	☐	☐
1/15/2013	227,075			227,075	☐	☑	☐
7/15/2013	228,925			228,925	☐	☑	☐
1/15/2014	230,663			230,663	☐	☐	☑
7/15/2014	227,288			227,288	☐	☐	☐

Now that all three columns have been associated with their respective payments, click the "Save" button on the bottom right-hand side of the amortization schedule.

7/15/2021	431,263		431,263	☐	☐	☐
1/15/2022	547,038		547,038	☐	☐	☐
	TOTALS BY DEBT			$ 0	$ 0	$ 0
	TOTALS BY FUND			$ 0	$ 0	$ 0
	TOTALS BY UNIT			$ 0	$ 0	$ 0

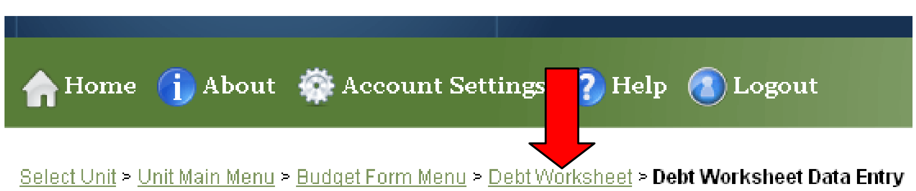
SAVE

Once the figures have been successfully saved, the amounts will automatically total and bold red text verifying the time the page was saved will appear.

TOTALS BY DEBT	$ 230,225	$ 456,000	$ 230,663
TOTALS BY FUND	$ 230,225	$ 456,000	$ 230,663
TOTALS BY UNIT	$ 230,225	$ 456,000	$ 230,663

Form values saved at 04:31 PM and 01 seconds. SAVE

To return to the Debt Worksheet, select "Debt Worksheet" from the green underlined links at the top of the page.



The process is the same for all other debts carried over from Debt Management. In addition to debts reported in Debt Management, there are also a number of other debts that can be linked to a debt fund that allow for manual data entry.

These include:

- **Fees –** Any additional fees not currently included in the amortization schedules.
- **Anticipated Debt Service –** Levy a debt service payment for debts to be closed on by December 31 of the current year.
- **Interest on Temporary Loans –** (School units only)
- **Unreimbursed Textbooks –** (School units only)

To complete a Debt Worksheet for one of the above data entry types of debt that has already been linked to a debt service fund, first select the debt name. If a debt is needed, but does not appear, follow the steps above titled Customizing Debts by Funds List.

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
First Mortgage Refunding Bonds, 2012	07/15/2012	$ 230,225	07/15/2013	$ 456,000	01/15/2014	$ 230,663
First Mortgage Refunding Bonds, 1994	09/01/2012	$ 26,785	09/01/2013	$ 26,335	09/01/2014	$ 25,885
Fees		$ 0		$ 0		$ 0
TOTALS BY FUND		$ 257,010		$ 482,335		$ 256,548
TOTALS BY UNIT		$ 257,010		$ 482,335		$ 256,548

After selecting the debt name, you will be directed to a page that will ask for the amounts of debt service payments for three separate time periods.

	Line 2 07/01/2013 to 12/31/2013	Line 1 01/01/2014 to 12/31/2014	Line 11 01/01/2015 to 06/30/2015
TOTALS BY DEBT	$ 0	$ 0	$ 0
TOTALS BY FUND	$ 257,010	$ 482,335	$ 256,548
TOTALS BY UNIT	$ 257,010	$ 482,335	$ 256,548

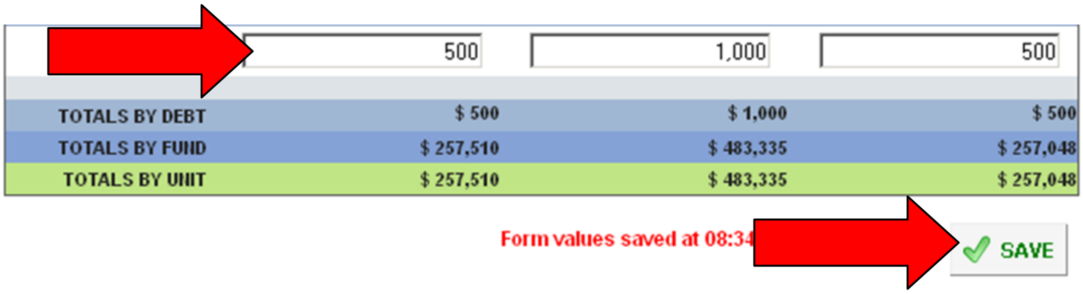
SAVE

Line 2 – This field is used to enter the total payments made between July 1 and December 31, 2014. This amount can be pulled into Line 2 of Form 4B.

Line 1 – This field is used to enter the total payments made between January 1 and December 31, 2015. This amount can be pulled into Line 1 of Form 4B.

Line 11 – This field is used to enter the total payments made between January 1 and June 30, 2016. This amount can be pulled into Line 11 of Form 4B.

Simply click in a box and type in the amount for each of the three fields. If no payments exist for a certain time period, it may be left blank or a zero entered. Once complete, click the “Save” button to save all entries.



Once the form has been saved, the total row calculates and red text stating the time the form was saved appears.

Troubleshooting Incorrect Amounts

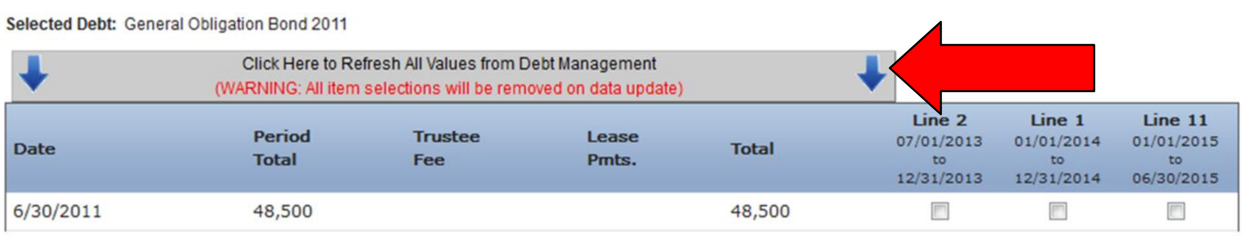
If a specific debt in the Debt Worksheet is accessed with either no amounts or incorrect amounts, the issue will first need to be corrected in Debt Management.

Zero Amounts – For a lease, add the lease payment amounts under the lease payment column. For any other types of debt, add the Period Total amounts and trustee fees, if applicable. The period total is typically the principal plus the interest.

Annual Amounts for a Semi Annual Debt – Please be sure the dates in the amortization schedule are entered semi annually. If the dates are correct, the amounts need to be checked. Some units have skipped every other row and entered a calculated annual amount. Lease payment amounts, or the period total amounts for all other types of debts, are to be entered for every row and thus, semi annually.

In the event that you will need to make a correction to a submitted debt report, you will need to contact the Department and request which debt(s) you would like to be unlocked. Requests can be made by emailing gateway@dlgf.in.gov or calling (317) 232-3777.

Once corrections have been made in Debt Management, it is necessary to refresh the amounts that pull into the Debt Worksheet. This can be done by going into the corrected debt's Debt Worksheet and clicking on the long gray refresh bar at the very top of the screen. After refreshing the values, check the appropriate boxes and then press "Save".

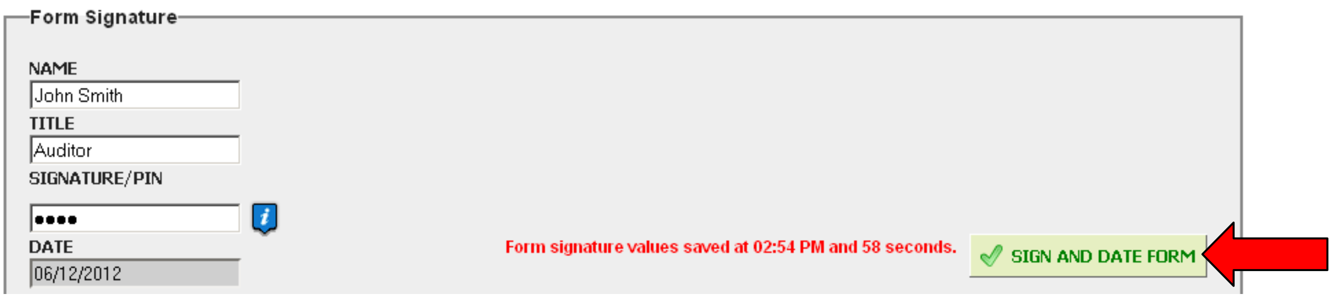


Signing the Form Electronically

At the bottom of the Debt Worksheet, there is a box for the user to place an electronic signature on the form. Only the user with submission rights will see the signature box.

The signature box will be invisible to users with edit or read-only rights.

To sign the form, first type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent to the person with submission rights via email. You may contact the Department at gateway@dlgf.in.gov or at (317)232-3777 in the event that you have lost or not received a PIN code. Once you select "Sign and Date Form," today's date will automatically populate the date field.



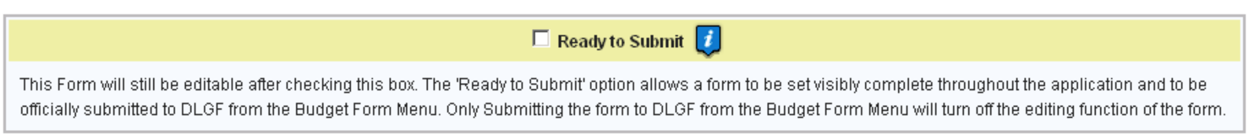
Once you see the red text stating "Form Signature Values Saved," you have successfully signed the Debt Worksheet.

Marking the Form "Ready to Submit"

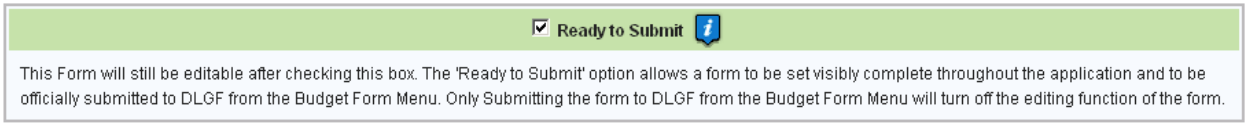
At the bottom of the Debt Worksheet and all other forms there are "Ready to Submit" status boxes. Before the form is complete there is a grey box that is titled "Not Ready to Submit."

The budget forms have a feature built in called validation. This does not allow the form to be marked as Ready to Submit, or be submitted until the required fields are completed. Validation will help prevent some commonly found errors in previous years. Upon closer review, you will notice that the box states, *"You will be able to mark this form as 'Ready to Submit' once the form has been signed with a valid four-digit PIN."*

Once the form has been signed, the yellow "Ready to Submit" option will appear. This gives users the ability to mark the form as ready to submit by clicking on the check box. Do not check this box until all necessary debt service payments, in all debt service funds have been accounted for in the Debt Worksheet.

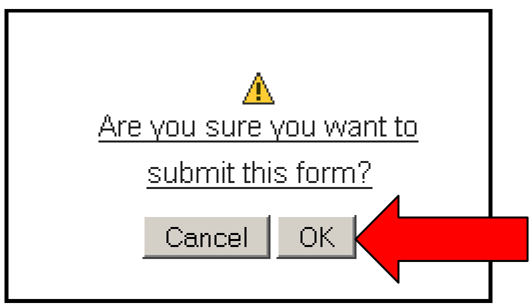


Once this box is checked, the box will turn green and the form will now be marked as "Ready to Submit." The Debt Worksheet can still be edited until it is submitted.



Note that after the Debt Worksheet has been marked as "Ready to Submit," the Debt Worksheet section of the Budget Form Menu now shows a green submit option.

If the Debt Worksheet is complete and will not need further changes, click on the green "Click to submit completed form to DLGF" button. A pop-up box will appear asking if you are sure you want to submit this form. If you are ready to submit, simply press "OK."

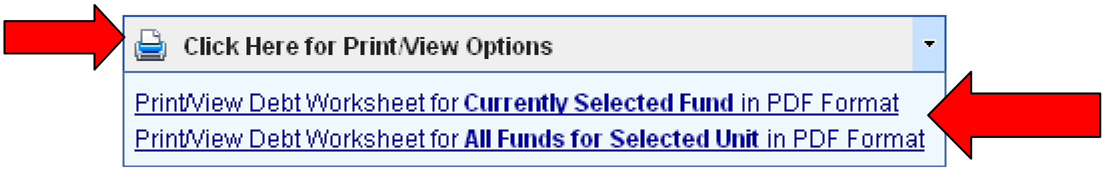


As noted below, Debt Worksheet on the Budget Form Menu will now appear green and will now only have the option to view the form as "ready only."

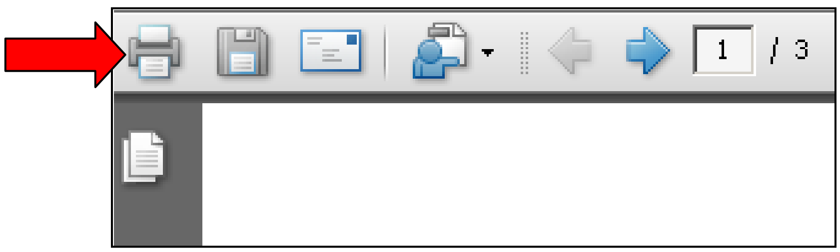
You may no longer edit a form once it is submitted. If you have submitted a form by mistake, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.

Viewing and Printing the Form

At any point, the Debt Worksheet can be printed directly from Gateway. Click the button at the top-left corner of the form that reads, "Click Here for Print/Viewing Options." Next, click on the link that reads, "Print/View Debt Worksheet for All Funds for Selected Unit in PDF Format."



Once the page appears in a new window, click on the printer icon on the top left hand corner to print. The form may also be saved as a PDF which can be emailed or posted on a website.



Congratulations! You have successfully submitted your Debt Worksheet. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.